

6.0 DELEGATIONS OF AUTHORITY INTERNAL TO DOE-SR OPERATIONS

The authorities delineated in the sections below are delegated to the Manager, DOE-SR, and are redelegated as identified. These authorities may not be all inclusive. When circumstances are not specifically covered below, the authorities are retained with the Manager, DOE-SR, or DOE-HQ. Each delegation includes the reference from where the authority originated and authorizes redelegations where appropriate. All delegations of authority should be committed to writing with copies provided to the Office of the Manager and the Director, HRMDD. Functions may be delegated but never the responsibility for the outcome of that function. The Manager, DOE-SR, reserves the right to exercise any authority delegated whenever the Manager's judgment of such authority is necessary or appropriate to administer the functions of the position.

6.1 ADMINISTRATION OF FEDERAL PERSONNEL

6.1.1 The Deputy Manager for Cleanup and the Deputy Manager for Business, DOE-SR, are delegated authority to execute the full-range of day-to-day activities and personnel management responsibilities regarding employees who are direct reports to the Office of the Manager, DOE-SR. (Memo, August 29, 2005, Jeffrey Allison to William Spader; Memo, March 18, 2004, Jeffrey Allison to Roger Butler)

6.1.2 Recruitment and Placement

The Director, HRMDD, is delegated authority to perform the following:

- Administer Oaths of Office and execute appointment affidavits. (DOE Redelgation Order No. 00-008.08 to the Manager of the Savannah River Operations Office, paragraph 1.6)
- Effect all personnel actions including appointments, reassignments, promotions, details, and other in-service placement actions up to and including SES. (DOE Redelgation Order No. 00-008.08 to the Manager of the Savannah River Operations Office, paragraphs 1.2 and 1.3)
- Approve all personnel actions for all DOE-SR employees, except those that require Executive Resources Board approval. The Director, HRMDD, may redelegate this authority to Human Resources Specialists and/or Human Resources Assistants assigned to HRMDD. (DOE Redelgation Order No. 00-008.08 to the Manager of the Savannah River Operations Office, paragraphs 1.2 and 1.3)

6.1.3 Awards

DOE-SR managers and supervisors are delegated authority to approve awards and Certificates of Appreciation for employees in their respective organizations in accordance with the applicable Incentive Awards Process. [DOE O 331.1B, 5.e.(3) and (4)]

The Director, HRMDD, is delegated authority to act as Authorizing Official for all DOE-SR incentive awards. The Director, HRMDD, may redelegate this authority to Human Resources Specialists assigned to HRMDD. [DOE O 331.1B, 5.e.(5)]

6.1.4 Flexi-time

DOE-SR managers and supervisors are delegated authority to approve flexi-time hours of work and flexi-workplace arrangements within the basic administrative workweek for employees under their direct supervision. [DOE O 322.1A, 5.f.(1)]

6.1.5 Training

The Director, HRMDD, is delegated authority to act as Authorizing Official for DOE-SR training. The Director, HRMDD, may redelegate this authority to Human Resources Specialists assigned to HRMDD. [DOE O 360.1B, 5.g.(5)]

The Director, HRMDD, is delegated authority to approve DOE-SR-funded participation in outside professional and technical organizations and payment from or to these organizations resulting from such participation in accordance with the applicable Training and Continuing Education Processes. [Public Law 107-107, Section 112]

6.1.6 Organization Changes and Realignment

Jeffrey Allison, Manager, DOE-SR, is delegated the authority to alter or consolidate organizational units or components, in whole or in part, below the Assistant Manager level. EM-1 notification of any change must be made prior to making the change. (DOE Redlegation Order No. 00-002.03 to the Assistant Secretary for Environmental Management, Section 1.3.c and Memo, August 1, 2005, "Office of Environmental Management Personnel Policies," Charles Anderson to Jeffrey Allison)

6.2 APPROVAL OF TRAVEL, CHANGE OF OFFICIAL STATION, AND RELATED EXPENSES

6.2.1 Travel Authorizations

DOE-SR managers and supervisors are delegated authority to authorize official travel, transportation, and allowable incidental expenses for employees under their direct supervision and consultants except change of official station, reporting to first duty station, and pre-employment interviews. [DOE O 552.1, 5.b.(1)]

DOE-SR managers and supervisors are delegated authority, without further power of redelegation, to authorize the official travel of new DOE-SR employees, transportation of their immediate families and household goods, and other applicable expenses, in connection with changes of official station and reporting to first duty station. Authorization for first duty station official travel and change of official station must be submitted to HRMDD for concurrence prior to approval. [DOE O 552.1, 5.b.(1)]

The Deputy Managers, AMs, and ODs (AM-level) are delegated authority, without further power of redelegation, to authorize the official travel in connection with pre-employment interviews. Authorization for official travel in connection with pre-employment interviews must be submitted to HRMDD for concurrence prior to approval. [DOE O 522.1, 5.3 and DOE M 552.1-1, Chapters 301-1.4(c) and 301-75.2(b)]

6.2.2 Reimbursement of Actual Lodging Expenses

The CFO is delegated authority to authorize reimbursement of actual lodging expenses, not to exceed 300% of the maximum per diem allowance, for employees who are on official travel. Approval of actual lodging expenses must be obtained prior to employee's travel. [DOE O 522.1, 5.b.(2)]

6.2.3 Administrative Approval of Travel Vouchers

DOE-SR managers and supervisors are delegated authority to administratively approve travel vouchers (including the certification of long distance telephone calls on SF-1012) for employees under their direct supervision in accordance with 31 USC 680(a) and Departmental regulations. [Federal Travel Regulation, Chapter 301-71.203]

6.2.4 Government Transportation Requests

The Director, FD, is delegated authority to oversee the Travel Management Center. (June 21, 2000, Memorandum of Understanding between DOE and AAA Travel)

6.2.5 Purchase and Sale of Residence in Connection with Change of Official Station

The Director, FD, is delegated authority, without power of redelegation, to approve residence sale and purchase reimbursement applications from the standpoint of their reasonableness and legitimacy. (DOE 1500.2A, 6.d.2.b)

6.3 LEAVE AND PAY (OVERTIME) ADMINISTRATION

6.3.1 Leave

DOE-SR managers and supervisors are delegated authority to administratively approve requests from employees under their direct supervision and grant annual, sick, military, administrative, and court leave, Leave Without Pay (LWOP), and to charge Absence Without Leave (AWOL), consistent with established leave regulations. [DOE O 322.1A, 5.e.(3)]

DOE-SR managers and supervisors are delegated authority to approve Leave Without Pay (LWOP) up to 30 days, consistent with established leave regulations. [DOE O 322.1A, 5.e.(3)]

DOE-SR managers and supervisors recommend employee participation in the voluntary leave transfer program. The Director, HRMDD, is delegated authority to approve employee participation in the voluntary leave transfer program. The Director, HRMDD, may redelegate this authority to Human Resources Specialists assigned to HRMDD. (Title 5 CFR 630.905)

DOE-SR managers and supervisors are delegated authority to grant and approve advanced sick or annual leave up to 14 days, consistent with established leave regulations. Advanced sick or annual leave for greater than 14 days requires first and second level supervisory approvals. [DOE O 322.1A, 5.3.(3) and DOE Handbook on Leave and Absence, June 2001]

6.3.2 Time and Attendance Reports Certification

DOE-SR managers and supervisors are delegated authority to certify time and attendance (T&A) reports for employees under their direct supervision in accordance with applicable directives.

The Manager is delegated authority to approve and certify his/her own T&A report in accordance with applicable directives.

Employees are delegated authority to maintain, but not approve or certify, their own T&A reports in accordance with applicable directives.

(DOE O 3600.1B and DOE O 322.1A)

6.3.3 Pay/Overtime

The Director, HRMDD, is delegated authority to approve for DOE-SR all superior qualification appointments, requests for highest previous rate, requests for recruitment and relocation bonuses, requests to approve repayment of student loans, and retention allowances up to 25 percent of basic pay as an incentive to acquire and retain highly-qualified, technically competent employees. [Memo, September 12, 2001, T. Dirks (ME-50) to Manager, DOE-SR]

DOE-SR managers and supervisors are delegated authority to approve within-grade increases, quality step increases, and overtime pay or compensatory leave for employees assigned to them. [DOE O 322.1A, 5.e.(1)]

6.4 PROPERTY MANAGEMENT

6.4.1 Personal Property

6.4.1.1 Sale of Excess and/or Salvage Government Equipment/Materials

The Director, OSS, and the Logistics and Services Team Leader are delegated authority, without power of redelegation, to authorize the sale of excess equipment and/or salvage equipment and materials by the M&O contractor.

The Director, OSS, and the Logistics and Services Team Leader are delegated authority, without power of redelegation, to sell and remove salvage equipment and/or materials from SRS. (Title 41 CFR 109-45.300.50)

6.4.1.2 Financial Inventory Adjustments

The CFO is delegated authority to approve financial inventory adjustments.

The Director, OSS, and the Logistics and Services Team Leader are delegated authority, without power of redelegation, to approve line item financial inventory adjustments of \$100,000 or less resulting from abandonment, destruction, loss, damage, or theft. (Title 41 CFR 109-1.5112 and 5113)

The Director, OSS, and the Logistics and Services Team Leader are delegated authority, without power of redelegation, to designate an official to make the findings justifying the abandonment or destruction without public notice of personal property valued at \$100,000 or less. (Title 41 CFR 109-45.902.2)

6.4.1.3 Certificates of Release of Motor Vehicles

The Director, OSS, and the Logistics and Services Team Leader are delegated authority, without power of redelegation, to issue Certificates of Release of Motor Vehicles for transfers of motor vehicles by DOE-SR. (Title 41 CFR 109-38.701-50)

6.4.1.4 Transfers of Property

The Director, OSS, and the Logistics and Services Team Leader are delegated authority, without power of redelegation, to approve transfers in or out, with or without reimbursement, to DOE Offices, DOE Contractors on or offsite, financial recipients, Federal agencies, and authorized state agencies of personal property, materials, equipment, and excess, scrap, or salvage items. (Title 41 CFR 109-43.304-1.51 and 41 CFR 109-43.313 and 314)

6.4.2 Real Property

The Manager, DOE-SR, shall execute all real estate actions exceeding \$1,000,000 or may elect to execute any real estate action regardless of value depending on circumstances where sensitivity to public interest may be involved. (DOE Redelegation Order No. 00-008.08 to the Manager of the Savannah River Operations Office, paragraph 1.1)

6.4.2.1 The Deputy Manager for Business is delegated authority to execute real estate actions valued from \$100,000 to \$1,000,000.

6.4.2.2 The Director, OSS, is delegated authority to execute real estate actions valued at less than \$100,000. This authority may be redelegated to a Certified Realty Specialist.

6.5 ACQUISITION AND FINANCIAL ASSISTANCE

6.5.1 Contracting Officer (CO) Authority

The delegations of contracting and financial assistance authority are stated in Subsection 8, "Delegations of Contracting Officer Authority." Specific delegated authorities of COs are further detailed in the OCM Policy Directive 01 (CMD PD01).

6.5.2 Contracting Officer's Representative (COR)

For management and operating and support service contracts, authority to perform specific contract administration functions will be delegated by the Contracting Officer (CO) to named CORs, creating a direct but non-supervisory relationship between the CO and COR. The limits of authority will be set forth in COR appointment letters, and this authority may not be redelegated.

6.5.3 Source Selection Official

The Director, OCM, a duly appointed CO, is delegated authority to act as Source Selection Official (SSO) for competitive acquisitions, financial assistance, and architect-engineer procurements that are \$5,000,000 or less. Other delegations of SSO authority shall be made to other COs by individual, by name appointments in accordance with DOE-HQ memorandum MA-441 entitled "Delegation of Authority/Designation Head of Contracting Activity (HCA)."

6.5.4 Indirect Cost Rate Agreements

The Director, OCM, is delegated authority to appoint cognizant COs to negotiate and prepare Indirect Cost Rate Agreements for commercial organizations where DOE-SR has been reassigned lead DOE responsibility for establishing indirect cost rates.

6.5.5 Organizational Conflict of Interest Determinations

The Director, OCM, and designated COs are delegated authority to make the Organizational Conflicts of Interest determinations required by DEAR 909.5.

6.5.6 Competition Advocate

Roger Butler, Deputy Manager for Business, is designated as the Contracting Activity Competition Advocate for DOE-SR and approves all justifications for other than full and open competition for proposed contracts over \$500,000, but not exceeding \$10,000,000. This authority is not redelegable. (Memo, May 28, 2004, Jeffrey Allison to Roger Butler)

6.6 SAFEGUARDS, SECURITY, AND EMERGENCY SERVICES

6.6.1 The Director, OSSES, is delegated authority to appoint existing employees, in writing, to those security positions requiring direct written appointment by the Manager, DOE-SR. Internal OSSES memoranda shall serve to effect and terminate further delegation/appointment actions. [DOE O 470.1, 5.j and k.(1)(b)]

6.6.2 The Director, OSSES, is delegated authority to hear, on behalf of the Manager, DOE-SR, security and/or cyber operational issues raised and to decide for the Manager, DOE-SR, appropriate remedies. [DOE O 205.1, 5.c.(1), (6), and (7); and DOE O 470.1, 5.j]

6.6.3 The Director, OSSES, is delegated authority to authorize both DOE-SR (Federal Officers) and the site security contractor (Protective Force) to carry firearms and make arrests without warrant in accordance with section 161.K of the Atomic Energy Act of 1954, as amended. [DOE O 473.2, 5.h.(4)]

6.6.4 The Director, OSSES, is delegated authority for oversight, administration, and risk acceptance relative to DOE-SR Emergency Services matters. (DOE O 151.1B, Chapter 1, 8.a and b)

6.6.5 The Director, OSSES, is delegated the authority of the DOE Certifying Official for the Human Reliability Program (HRP). [Title 10 CFR 712.12(a) and (g)(1)]

6.7 EMERGENCY MANAGER

The DOE-SR Emergency Manager exercises limited authority of the Manager, DOE-SR, if the Manager/Acting Manager, DOE-SR, is not available or cannot be contacted, and one of the following conditions exists (Emergency Preparedness Implementation Procedure 6Q-300, Manual 6Q15.6):

- Upon activation of the Emergency Operations Center (EOC), or
- Other situations where authority to direct the contractor is necessary to protect worker and public health and safety, the environment, and Government property as follows:

1. Declaration of DOE Security Condition (SECON) 3 or higher; or
2. Written direction by the Manager/Acting Manager, DOE-SR; or,
3. When determined necessary, assembly of the Emergency Response Organization has been called for as provided for in the SRS Emergency Plan.

6.8 FREEDOM OF INFORMATION AND PRIVACY ACTS

- 6.8.1 The Chief Counsel, DOE-SR, is delegated authority to conduct the duties of the Freedom of Information Officer in accordance with the Freedom of Information Act. The Chief Counsel may redelegate this authority to a member of the OCC staff. [Title 10 CFR 1004.2(b)]
- 6.8.2 The Chief Counsel, DOE-SR, is delegated authority to release or withhold information from disclosure in accordance with law and policy. The Chief Counsel may redelegate this authority to a member of the OCC staff. [Title 10 CFR 1004.2(b)]
- 6.8.3 The DOE-SR Privacy Act Officer, is delegated authority as recommended by the Manager, DOE-SR, and designated by DOE-HQ, to obtain and provide information as required by the Privacy Act. (Title 10 CFR 1008)

6.9 CERTIFICATION OR APPROVAL OF ENVIRONMENTAL DOCUMENTS

Jeffrey Allison, Manager, or William Spader, Deputy Manager for Cleanup, DOE-SR, has the authority, without power of redelegation, to approve/certify the following environmental documents based on the December 17, 2004, Delegation of Authority for the Manager, DOE-SR (delegation expires December 31, 2005):

- Execute the Federal Facility Compliance Act (FFCA) Site Treatment Plan and Consent Order on behalf of DOE;
- Execute the Federal Facility Agreement (FFA) on behalf of DOE;
- Develop and submit negotiation strategy to EM-2 for new cleanup agreements or significant modifications to existing agreements;
- Approve FFA decision documents for submission to the Environmental Protection Agency (EPA)/State on behalf of DOE to include: (1) Statement of Basis/Proposed Plans, (2) Explanation of Significant Differences, and (3) Records of Decisions (RODs);
- Approve FFA execution documents for submission to EPA/State on behalf of DOE: (1) Preliminary Assessment/Site Investigation, (2) Resource Conservation and Recovery Act (RCRA) Facility Assessment Report, (3) Engineering Evaluation/Cost Analysis, (4) Remedial Design/Remedial Action, (5) Corrective Measures Implementation Plans, (6) Remedial Investigation/Feasibility Study, (7) RCRA Facility Investigation/Corrective Measures Study Work Plans, (8) RCRA Facility Investigation/Corrective Measures Study Reports, (9) Risk Assessments, and (10) Initial Screening of Alternatives;
- Sign administratively or judicially enforceable documents that affect the EM Baseline (e.g., Consent Decrees, Administrative or Consent Orders, environmental permits and compliance documents) on behalf of DOE; and
- Approve RCRA closure/post-closure plans, corrective action permits/orders, and RCRA operating permits.

6.10 SHIPMENT OF TRANSURANIC WASTE TO THE WASTE ISOLATION PILOT PLANT

Jeffrey Allison, Manager, or William Spader, Deputy Manager for Cleanup, DOE-SR, has the authority, without power of redelegation, to approve, by signature, all shipments of TRU waste to WIPP. [Memo, December 17, 2004, Delegation of Authority for the Manager, DOE-SR (delegation expires December 31, 2005)]

6.11 REQUESTS FOR SHIPMENT OF RADIOACTIVE WASTE OFFSITE

6.11.1 The AMWDP has the authority to approve shipping exemption request for radioactive waste to offsite DOE or commercial facilities. (Memo, September 3, 2003, Jeffrey Allison to Charles Hansen; Memo, May 23, 2003, Paul Golan to Distribution)

6.11.2 Kevin Smith, AMNMSP, has the authority to approve to submit requests for shipment of radioactive materials directly to EM-10 for those activities under his direction. (Memo, December 29, 2004, Jeffrey Allison to Kevin Smith; Memo, May 21, 2004, Jessie Roberson to Distribution)

6.12 SAFETY REVIEW AND LICENSING

6.12.1 Jeffrey Allison, Manager, or William Spader, Deputy Manager for Cleanup, DOE-SR, has the authority, without power of redelegation, to approve/certify the following safety and licensing documents based on the December 17, 2004, Delegation of Authority for the Manager, DOE-SR (delegation expires December 31, 2005):

- Worker Protection Program functions [DOE O 440.1A, 5.a.(1), (2), and (3)];
- Startup authority for a new hazard category 3 nuclear facility [DOE O 425.1C, 4.a.(3)(a)];
- Startup authority for the restart of a hazard category 2 nuclear facility following extended shutdown or extensive modification [DOE O 425.1C, 4.a.(3).(c). and (d)];
- Approve Startup Notification Reports if you are the startup authority; otherwise, make recommendation regarding approval [DOE O 425.1C, 4.a.(4).(b)];
- Review and approve contractor implementation of DOE O 420.1, Facility Safety (this does not include the authority to approve exemptions to this Order that is included in the referenced paragraph), and ensure all programs comply with this Order (DOE O 420.1A, 5.d.);
- Approve the methodology, with EH concurrence, used to prepare the Documented Safety Analysis (DSA), including the criteria for classifying nuclear safety structures, systems, and components, and document the basis for approval whenever the contractor does not use a methodology from Table 2 of Appendix A to Subpart B of Title 10 CFR 830 for hazard category 2 and 3 nuclear facilities [Title 10 CFR Subpart B 830.204(a)];
- Approve final hazard classification for category 2 and 3 nuclear facilities [Title 10 CFR Subpart B 830.202(b)(3) and Appendix A, F.3];
- Approve unreviewed safety question (USQ) procedures and processes of the contractor for hazard category 2 and 3 nuclear facilities [Title 10 CFR Subpart B 830.203(b) and (c)];

- Approve changes determined to involve a USQ prior to implementation, and approve continued operations when a USQ is determined to exist [Title 10 CFR Subpart B 830.203(e)];
- Approve the preliminary DSAs, including nuclear safety criteria where required for hazard category 2 and 3 nuclear facilities [Title 10 CFR Subpart B 830.206(b)(1) and (2)];
- Approve the DSA reports and revisions thereto for hazard category 2 and 3 nuclear facilities [Title 10 CFR Subpart B 830.207(b) and (d)];
- Ensure updated DSAs are submitted annually. If no changes occur to the DSA, ensure a letter is submitted stating so [Title 10 CFR Subpart B 830.202(c)(2)];
- Approve Technical Safety Requirements (TSR), and revisions thereto, and other hazards controls for hazard category 2 and 3 (and below) nuclear facilities [Title 10 CFR Subpart B 830.205(a)(2)];
- Establish and approve the safety and authorization basis in accordance with Title 10 CFR 830 for hazard category 2 and 3 (and below) nuclear facilities [Title 10 CFR Subpart B 830.202(a) and (b)];
- Prepare a safety evaluation report concerning the safety basis of the facility (Title 10 CFR Subpart B 830, Appendix A, I.1);
- Issue a safety evaluation report that documents the basis upon which the approvals have been made [Title 10 CFR Subpart B 830.207(b) and (d)];
- Review and approve contractor Quality Assurance Programs (QAP) for all EM programs and projects. This includes requirements under DOE O 414.1B, 5.b.(5) and (6). Review and approval annual updates [Title 10 CFR Subpart A 830.121(b)(1), (2) and (3)];
- Review and approve the authorization agreement for hazard category 2 (and below) facilities (DOE M 411.1-1C, Table 6);
- Approve the contract Environmental, Safety and Health requirements (DEAR Clause 970.5204-2);
- Review and either direct changes to or approve Radiation Protection Programs and implementation plans for Title 10 CFR 835 within 180 days after submittal to DOE [Title 10 CFR Subpart B 835.101(a) and (b)];
- Designation as Program Manager which includes approval authority for Operational Emergencies and Significance Category 1 Final Occurrence Reports. Authority for approval of Significance Category R and 2 Final Occurrence Reports may be assigned to a qualified Facility Representative consistent with requirements under DOE M 231.1-2, 5.6.c [DOE Order 231.1A, 5.c.(3).(a)]; and
- Ensure training programs are established for both DOE and contractor personnel (DOE M 231.1-2, 4.2.e).

6.12.2 Facility Representatives are delegated approval authority for initiating Roll-Up Reports and approval of final "Off-Normal" Occurrence Reports. (DOE M 232.1-1A, 4.2.e.)

6.13 DESIGNATION OF CERTIFYING OFFICERS

The Director, FD, is delegated authority in accordance with a memorandum from the CFO to Office of Departmental and Financial Systems Development (CR-40), DOE-HQ, July 30, 1992, to designate Certifying Officers. Certifying Officers certify Federal Invoices for Payment based upon Treasury Department regulations. Only authorized Certifying Officers may certify invoices for payment.

6.14 CERTIFICATION OF CLOSURE OF OFFICE OF THE INSPECTOR GENERAL AND GENERAL ACCOUNTING OFFICE AUDIT CORRECTIVE ACTION PLANS

The CFO is delegated authority, in accordance with DOE 2300.1B, to certify DOE-SR corrective actions are completed once recommendations from the OIG and GAO audit have been satisfactorily addressed. (DOE 2300.1B, 6.f.11)

6.15 REMOVAL OF UNCOLLECTIBLE ACCOUNTS OF DOE AND ITS COST-TYPE CONTRACTORS

6.15.1 The Director, FD, is delegated authority to authorize removal of uncollectible accounts that do not exceed \$50,000.

6.15.2 The CFO is delegated authority to authorize removal of non-collectible accounts up to \$100,000.

[DOE O 533.1, 5.b.(8); DOE Accounting Handbook, Chapter 8, 5.c; and Memo, Elizabeth Smedley to Heads of Departmental Elements, dated February 15, 1991]

6.16 ACTIONS AUTHORIZED UNDER TITLE 10 CFR 708

The Employee Concerns Program Manager, OCR, is delegated authority to take actions authorized under Title 10 CFR 708, "Criteria and Procedures for DOE Contractor Employee Protection Program," including, but not limited to, granting confidentiality and exceptions to time requirements for processing employee concerns.

6.17 APPROVAL OF INFORMATION RESOURCE MANAGEMENT (IRM) IMPLEMENTATION PLANS

The Director, OSSES, is delegated authority to approve Information Resource Management (IRM) and Telecommunications Acquisitions/Implementation Plans up to \$1,000,000. (DOE O 200.1, 5.h)

6.18 ENTERING INTO MEMORANDUMS OF AGREEMENT (MOA)

AMs and ODs (AM-level) are delegated authority to enter into Memorandums of Agreement or other such non-binding agreements subject to the following: (1) the MOA does not commit DOE-SR to the expenditure of any funds; (2) the MOA does not commit DOE-SR to providing support to any external organization; and (3) the MOA shall be formally coordinated with and concurred on by OCC, CFO, and the Director, OCM, prior to signature. (Memo, July 8, 1986, Berton J. Roth, Director, Procurement and Assistance Management Directorate to Manager, Savannah River Operations Office)

6.19 ENTERING INTO INTERAGENCY AGREEMENTS

DOE-SR Contracting Officers are delegated authority to enter into Interagency Agreements subject to the formal coordination with the OCC and CFO. Interagency Agreements are binding agreements between two U.S. Government agencies that involve the transfer of funds for the purchase of goods and/or services. (Memo, July 8, 1986, Berton J. Roth, Director, Procurement and Assistance Management Directorate to Manager, DOE-SR)

6.20 CONFERENCE MANAGEMENT

The Manager, DOE-SR, approves funding of all conferences if 30 or more DOE or DOE contractor employees are expected to attend and will be on official travel. The Deputy Manager for Business, DOE-SR, is delegated authority, without power of redelegation, to approve all DOE-sponsored, co-sponsored, or funding of a conference if fewer than 30 DOE or DOE contractor employees are expected to attend and will be on official travel. The Deputy Manager for Business is also delegated the authority to approve participation or attendance of employees for all conferences sponsored by private interests. The Deputy Manager for Business does not have the authority to approve his/her own attendance or that of a superior.

The appropriate Assistant Manager/Office Director with topical lead approves the DOE-SR arrangement of a conference where DOE, DOE contractor employees and/or persons from the private sector will be in attendance. The Financial Evaluation Division, CFO, and contracting officer are required to concur on all arrangements for conferences prior to submittal to the Deputy Manager for Business and Manager, DOE-SR, for signature and approval. (DOE O 110.3, 4.a)

6.21 CONFERENCE ATTENDANCE

The Deputy Manager for Business, DOE-SR, is delegated authority to approve DOE-SR employee attendance at all conferences, seminars, and workshops. After approval of the attendees' supervisor and Assistant Manager, the CFO will forward the requests to the Deputy Manager for Business, DOE-SR, for approval. All travel associated with conferences, seminars or workshops must have the approval of the Deputy Manager for Business, DOE-SR. (Memo, April 15, 2005, Paul Anderson to DOE-SR Employees)

6.22 PROJECT MANAGEMENT

Based on the December 17, 2004, EM Delegation of Authority, Jeffrey Allison, Manager, or William Spader, Deputy Manager for Cleanup, DOE-SR, has delegation of Acquisition Executive (AE), without power of redelegation, for all EM projects (except Major Systems projects) less than \$100M [DOE O 413.3, 5.c.(5) and DOE M 413.3-1, 3.2.3]. This delegation does not include authority to approve Mission Need Statements or Acquisition Strategy Documents, or to make Critical Decision-0 (CD-0) decisions. Under Secretary concurrence is required for CD-0 for projects greater than \$20M. Deputy Secretary concurrence is required for all Critical Decisions for projects greater than \$400M.

6.23 TECHNOLOGY TRANSFER

The Director, OCM, is delegated authority for the administration of the DOE-SR Technology Transfer Program, which includes approval and certification requirements of Non-DOE Funded Work Agreements and Cooperative Research and Development Agreements as well as the Field Element Manager requirements outlined in DOE O 481.1, 482.1, and 483.1 and SRIP 546.1. Line management or program concurrence will be obtained where appropriate.

6.24 MAIL MANAGEMENT

The Mail Program Manager, OSS, is delegated authority, with power of redelegation, to act as the facility mail manager for SRS. The Director, OSS, is responsible for ensuring the efficient, effective, and economical management of incoming, internal, and outgoing mail consistent with the Agency mission requirements and applicable Federal laws and regulations. (CFR 41, Part 101-9.202 and Subpart 101-9.3, Federal Mail Management)

6.25 PRINTING MANAGEMENT

The SRS Printing Manager, OSS, is delegated authority to nominate individuals who otherwise have Government procurement authority of up to a least \$10,000 to solicit quotations and place orders under the Simplified Purchase Agreement (SPA) established with the Government Printing Office (GPO), and notify GPO whenever any individuals are added or removed from authority to solicit quotations and place orders under the SPAs. (May 15, 2003, MOA between GPO and DOE-SR; Memo, June 20, 2003, Marvin Garcia to Linda Adams; Addendum to MOA, April 18, 2005, John R. Mann and Roger A. Butler)

6.26 GOVERNMENT-ISSUED PURCHASE CARDS

The Director, OCM, is delegated authority to monitor, audit, and verify the validity of charges made by Government-issued purchase cards to ensure organizational compliance with Federal, Departmental, and DOE-SR requirements for possession and use of these cards. The Director, OCM, will have full access to information about purchases made on Government-issued purchase cards. (Memo, Peter M. Hekman, Manager to Director, Contracts Division; and DOE Guidelines and Operating Procedures for Use of the GSA SmartPay Purchase Card, dated June 2002)

6.27 GOVERNMENT-ISSUED TRAVEL CARDS

The CFO is delegated authority to ensure organizational compliance with Federal, Departmental, and DOE-SR requirements for possession and use of Government-issued travel cards. The CFO will have full access to information about charges made against Government-issued travel card accounts for each employee. [DOE O 552.1, 5.c.(3)]